

STAT

6 DEC 1984

MEMORANDUM FOR: Chief, Physical Security Division

FROM: 

Chief, Industrial Security Branch

SUBJECT: Industrial Facility Security Audit  
Recommendations

1. It is proposed that the attached sample cover memorandum be used in providing security audit recommendations to the cognizant security staff either at the ISB debriefing or within a day or two following the debriefing. OD&E or OL will be requested to forward the formal/official recommendations to the contractor. This is a departure in ISB procedure.

2. Even though the ISB auditor always reviews the recommendations with the contractor representatives on site at the audit conclusion, the contractors cannot, in many cases, take appropriate action without approval by the COSR and COTR.

3. This procedure is being established to ensure the contractor receives all the formal/official recommendations on a timely basis. Under the current procedures the contractor does not see the formal recommendations, and is not asked to respond, until the comprehensive audit report and recommendations are completed by ISB and forwarded to the OD&E or OL Security Staffs.

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Attachment

APPROVAL: *Approved*  *with minor changes*~~DISAPPROVAL:~~

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MEMORANDUM FOR: Chief, Security Staff, OL  
Chief, Security Staff, OD&E

STAT FROM:

[Redacted]

Chief, Physical Security Division,  
Office of Security

SUBJECT: Industrial Facility Security Audit of  
( )

1. A comprehensive industrial facility security audit was conducted by the Industrial Security Branch during the period ( ) of ( *SUBJECT FACILITY* ), which is engaged in classified contractual activity under the cognizance of the Central Intelligence Agency. *2*

2. As a result of this audit, recommendations are being made to establish new security procedures and to improve on those currently in existence. The contractor was verbally briefed concerning these recommendations on the final day of the audit. A member of your staff attended the debriefing at the Industrial Security Branch on ( ) where the security directives and rationale supporting the recommendations were discussed.

3. It is requested that you forward a copy of the attached industrial facility security audit recommendations to the contractor for coordination and implementation. Although certain steps may have already been taken to implement some of these recommendations, it is requested that a formal written response be provided to this Office within 60 days enumerating those actions taken and/or planned in relation to the recommendations.

4. A copy of the comprehensive audit report will be forwarded to you ~~as soon as possible.~~  
*upon completion.*

[Redacted]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Industrial Facility Security Audit Recommendations

FROM:

C/Industrial Security Branch/OS

EXTENSION

NO.

DATE

6 December 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/PSD

6 DEC 1984

12/6/84

JR

0 to 1 &amp; 3:

Request your approval of attached paper.

2.

3.

C/PSD

7 Dec

B

1-3:  
Recommend approval. This will get the recommendations into the hands of the contractors in short order, along with the authority to proceed with implementations

4.

5.

6.

7.

C/ISB

7 DEC 84

JAA

3-7  
Jim, this looks good.  
B

8.

9.

10.

11.

12.

13.

14.

15.